

# Mark an Appointment as Private in Outlook

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## Mark an Appointment as Private in Outlook

Have you given other people access to your calendar? Or do you participate in a group calendar? Would you like a way to mark an appointment so that the time was blocked out on your calendar but only you could see the appointment details? With Microsoft Outlook® you can mark an appointment as private. Others with access to your calendar won't see these appointments or any other items marked as private.

### Mark an appointment as private

1. Create or open the appointment that you want to make private.
2. Select the **Private** check box in the lower right corner.

**Tip** You can hide the details of private appointments when printing your calendar. After selecting the print style that you want to use, select the **Hide details of private appointments** check box in the lower left corner.